

Watertown Department of Public Health

To: Finance Committee/Mayor McFarland

From: Public Health Department/Carol Quest

Date: 3/5/25

Subject: Hire Registered Nurse/Step Adjustment for Current Registered Nurse

Background

A registered nurse position has been open since June 12th, 2024, because of a resignation. Nine candidates have been interviewed since July of 2024. An offer of employment was extended to five candidates. Pay was key in all candidates declining the position. A qualified candidate, Jennifer Zielski, was interviewed on March 26th, 2025, and has agreed to compensation on the pay scale at a K-5. She has her Associates Degree in Nursing (ADN) and has been a registered nurse since 2013.

The current RN, Laci Cummings, is at a K-6 on the pay scale. She has been with the department since April 17th, 2019. She has had her Bachelor of Science Degree in Nursing (BSN) and has been a registered nurse since 2010. With Laci's additional education and tenure it is appropriate to adjust her on the pay scale to a K-8. Adjusting her position to a K-8 on the pay scale ensures that her skills, experience, and education are appropriately recognized and rewarded. This also helps maintain internal equity within the department.

Filling the RN position is essential for the Health Department to continue providing critical RN-dependent programs and services. By addressing compensation concerns and adjusting the pay scale the department can ensure that these essential services continue without disruption.

McGrath Consulting has recommended that salary adjustments would be necessary to fill this position. Further position evaluation is ongoing with McGrath consulting.

Budget Goal

1. Supports employee retention and growth, while also evaluating operations and the associated staffing.
2. Maintains a safe and healthy community, with an eye toward future needs and trends.

Financial Impact

The cost savings from the open position will cover the salary adjustments.

Recommendation

Watertown Department of Public Health respectfully request the Finance Committee's approval to Hire Jennifer Zielski for the RN position at a K-5.

Watertown Department of Public Health respectfully request the Finance Committee's approval to adjust the salary of Laci Cummings to a K-8.